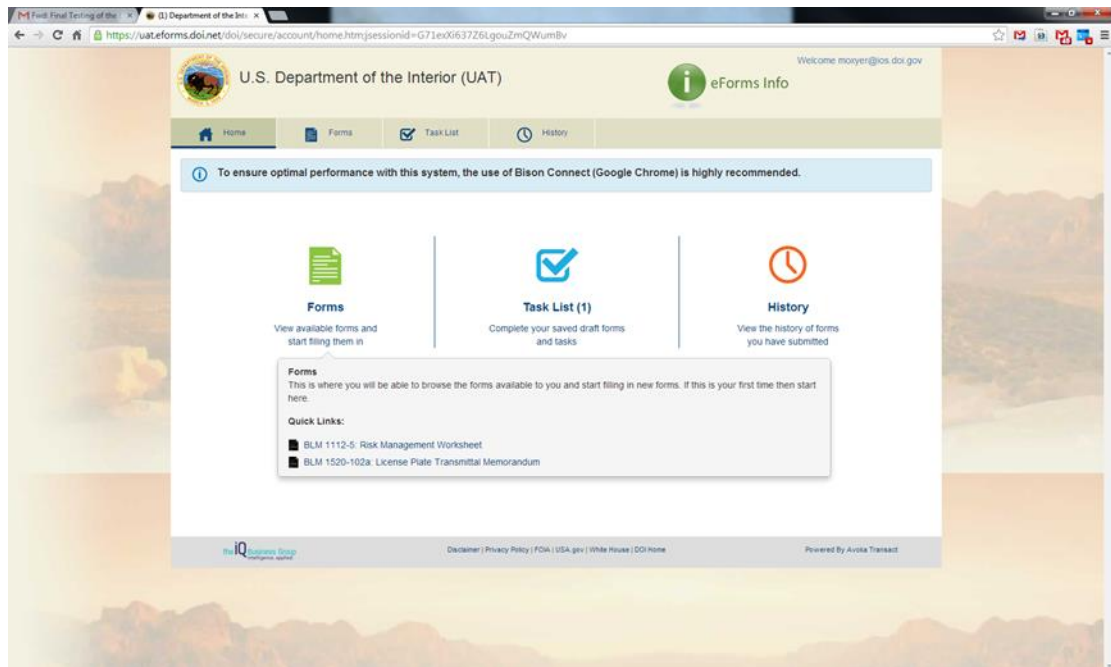


## Initiating a Performance Plan by the Rating Official – DI-2011

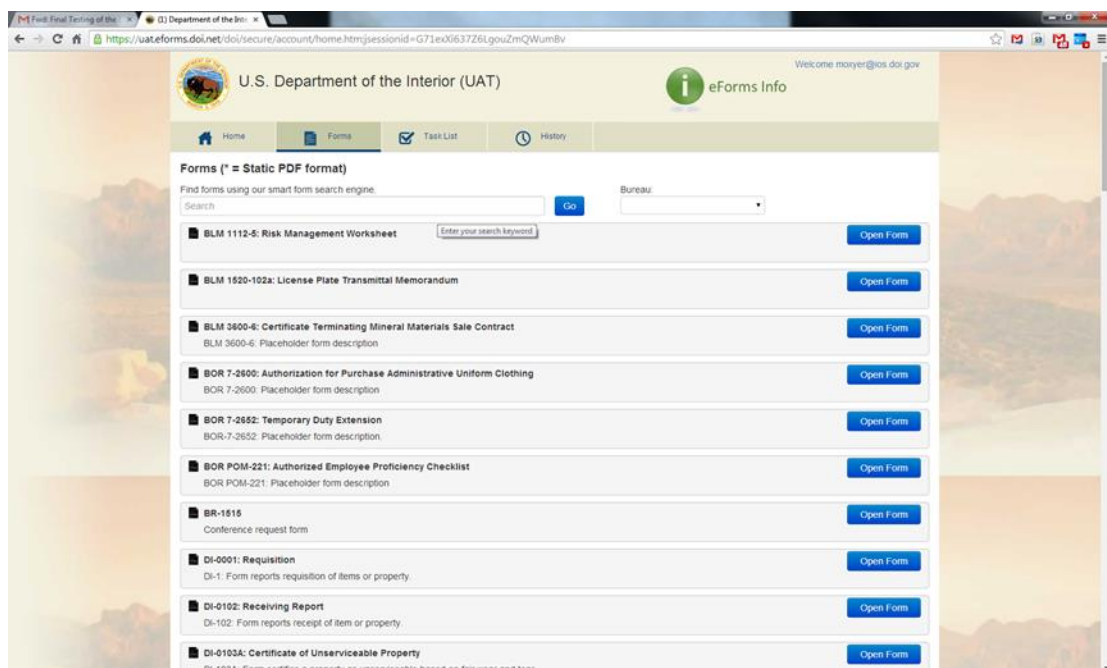
If you are initiating the performance plan as the Rating Official, you will be responsible for completing all the required fields, including the Executive's email, Title, category, appraisal period, bureau, weights, Agency-Specific Performance Requirements (if applicable), and Results Driven Performance Requirements/Strategic Alignment.

Link to eForms site <https://eforms.doi.gov/>

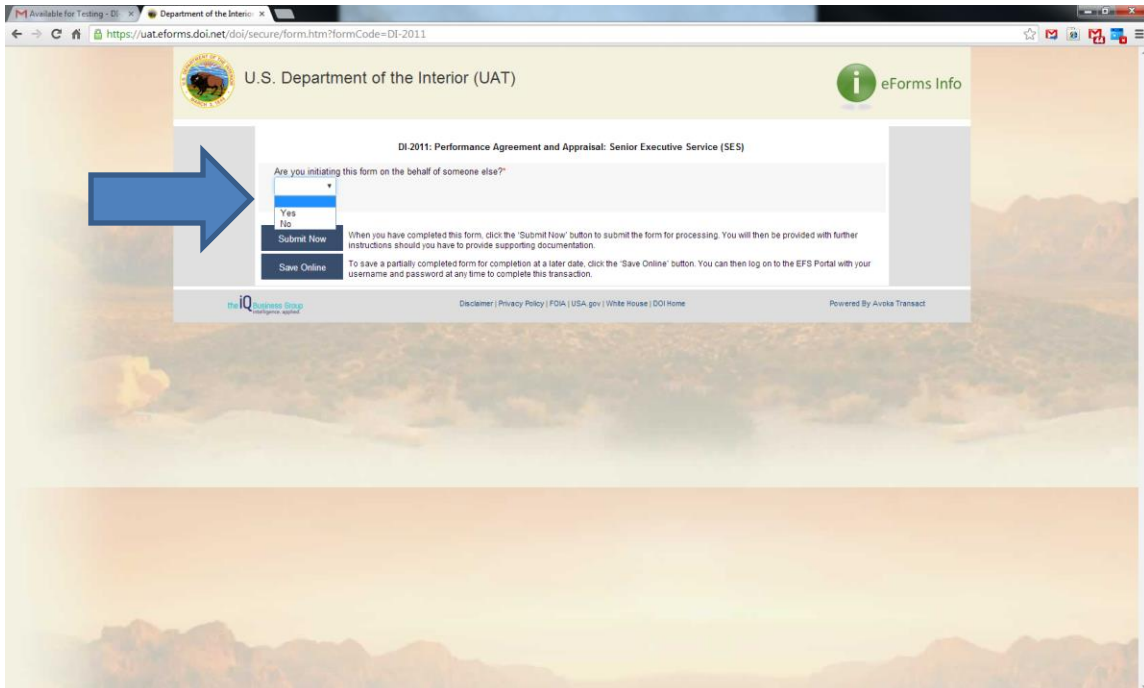
To begin, click on the **Forms** tab.



To find the form, you can either use the **Search** function or scroll down to the DI-2011 form. Once you find the form, click on the **Open Form** button next to the form name.



To begin, click on the drop down menu and choose **NO**.



U.S. Department of the Interior (UAT)

DI 2011: Performance Agreement and Appraisal: Senior Executive Service (SES)

Are you initiating this form on the behalf of someone else?

☐ Yes

☒ No

[Submit Now](#)

[Save Online](#)

When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

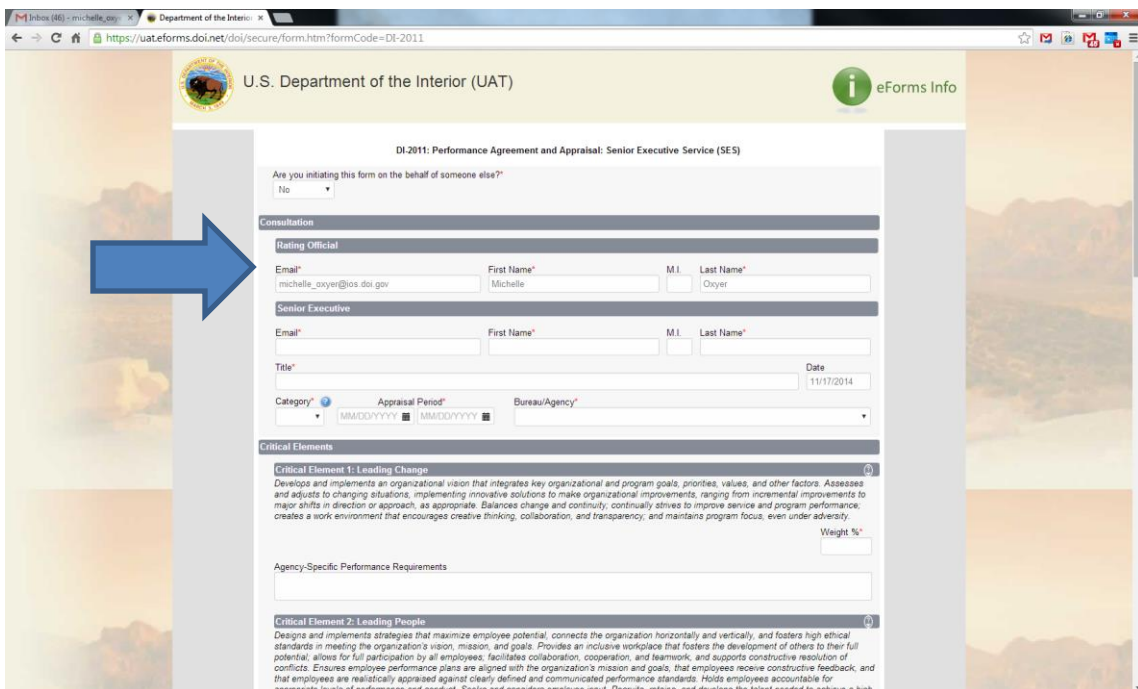
To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

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Your email and name will automatically fill in the Rating Official section. Complete all of the mandatory fields (marked with a red asterisk) and optional fields as appropriate. Agency-Specific Performance Requirements are not required.



U.S. Department of the Interior (UAT)

DI 2011: Performance Agreement and Appraisal: Senior Executive Service (SES)

Are you initiating this form on the behalf of someone else?

☒ No

**Consultation**

**Rating Official**

Email\*  First Name\*  M.I.  Last Name\*

**Senior Executive**

Email\*  First Name\*  M.I.  Last Name\*

Title\*  Date

Category\*  Appraisal Period\*  Bureau/Agency\*

**Critical Elements**

**Critical Element 1: Leading Change**

Develops and implements an organizational vision that integrates key organizational and program goals, priorities, values, and other factors. Assesses and adjusts to changing situations, implementing innovative solutions to make organizational improvements, ranging from incremental improvements to major shifts in direction or approach, as appropriate. Balances change and continuity, continually strives to improve service and program performance, creates a work environment that encourages creative thinking, collaboration, and transparency, and maintains program focus, even under adversity.

Weight %\*

Agency-Specific Performance Requirements

**Critical Element 2: Leading People**

Designs and implements strategies that maximize employee potential, connects the organization horizontally and vertically, and fosters high ethical standards in meeting the organization's vision, mission, and goals. Provides an inclusive workplace that fosters the development of others to their full potential, allows for full participation by all employees, facilitates collaboration, cooperation, and teamwork, and supports constructive resolution of conflicts. Ensures employee performance plans are aligned with the organization's mission and goals, that employees receive constructive feedback, and that employees are realistically appraised against clearly defined and communicated performance standards. Holds employees accountable for appropriate levels of performance and conduct. Seeks and considers employee input. Recruits, retains, and develops the talent needed to achieve a high

Some fields have help or expansion buttons that provide you with additional information to assist you in completing the form. Click on the symbols for further details.

U.S. Department of the Interior (UAT)

DI-2011: Performance Agreement and Appraisal: Senior Executive Service (SES)

Are you initiating this form on the behalf of someone else?

No

**Consultation**

**Rating Official**

Email\* michelle\_oxyer@ios.doi.gov First Name\* Michelle M.I. Last Name\* Oxyer

**Senior Executive**

Email\* First Name\* M.I. Last Name\*

Title\* Date 11/17/2014

Appraisal Period\* MM/DD/YYYY MM/DD/YYYY Bureau/Agency\*

**Critical Elements**

**Critical Element 1: Leading Change**

Develops and implements an organizational vision that integrates key organizational and program goals, priorities, and resources. Provides an inclusive workplace that fosters the development of others to their full potential; allows for full participation by all employees; facilitates collaboration, cooperation, and teamwork; and supports constructive resolution of conflicts. Ensures employee performance plans are aligned with the organization's mission and goals, that employees receive constructive feedback, and that employees are realistically approved against clearly defined and communicated performance standards. Holds employees accountable for appropriate levels of performance and conduct. Seeks and considers employee input. Recruits, retains, and develops the talent needed to achieve a high level of performance.

Weight %\*

Agency-Specific Performance Requirements

**Critical Element 2: Leading People**

Designs and implements strategies that maximize employee potential, connects the organization horizontally and vertically, and fosters high ethical standards in meeting the organization's vision, mission, and goals. Provides an inclusive workplace that fosters the development of others to their full potential; allows for full participation by all employees; facilitates collaboration, cooperation, and teamwork; and supports constructive resolution of conflicts. Ensures employee performance plans are aligned with the organization's mission and goals, that employees receive constructive feedback, and that employees are realistically approved against clearly defined and communicated performance standards. Holds employees accountable for appropriate levels of performance and conduct. Seeks and considers employee input. Recruits, retains, and develops the talent needed to achieve a high level of performance.

The performance plans requires 3 to 5 Results Driven Performance Requirements. The default number of performance requirements on the automated form is 3. If you need to add additional Results Driven Performance Requirements, click on the **Add Requirements** button. You can add up to two additional performance requirements.

Performance Requirement 1

Requirement\*

Strategic Alignment\*

Performance Requirement 2

Requirement\*

Strategic Alignment\*

Performance Requirement 3

Requirement\*

Strategic Alignment\*

**Add Requirement**

**Submit**

Would you like to send this to a reviewing official?

Target Progress Review Date\*

MM/DD/YYYY

Senior Executive Email

**Submit Now** When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

**Save Online** To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

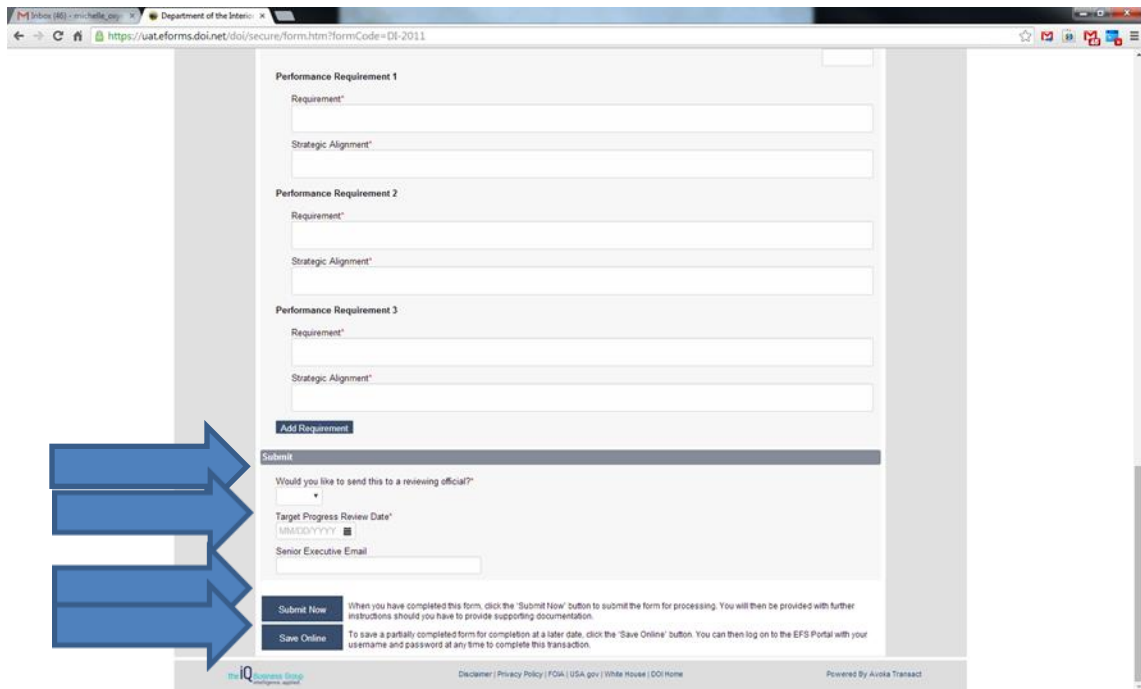
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There is an option to route the plan through a reviewing official. To send the plan to a reviewing official, click on the drop down under the question and click **YES**. You will then enter their email address. If you choose to do this, the reviewing official will have an opportunity to review/comment/concur on the plan. The plan will then be returned to you. Once it is returned to you, you will be prompted to forward the plan to the executive.

You need to enter a Target Progress Review Date. This should occur about halfway through the rating period. The date you enter in this field will prompt the system to send you a reminder 15 days prior to the target date. NOTE: This system will not allow you to skip the progress review. You must complete a progress review in order to complete the performance appraisal at the end of the rating cycle.

When you have completed the form, click on the **Submit Now** button to forward the form to the Executive for their review and approval. If you need to save the form and go back to it at a later time, you can save the form by clicking on the **Save Online** button. To return to a saved form, just go to your Task List in the main eForms menu to find the form and click on **Open Form** to resume completing the form.

Once the Executive reviews and approves the performance plan, both you and the Executive will receive a "receipt" or copy of the performance plan via email.



The screenshot displays a web browser window with the URL <https://uat.eforms.doi.net/doi/secure/form.htm?formCode=DI-2011>. The page is titled "Department of the Interior" and contains a form for "Performance Requirement 1", "Performance Requirement 2", and "Performance Requirement 3". Each requirement section includes a "Requirement" field and a "Strategic Alignment" field. Below these sections is an "Add Requirement" button. The "Submit" section contains a dropdown menu for "Would you like to send this to a reviewing official?", a "Target Progress Review Date" field with a calendar icon, and a "Senior Executive Email" field. At the bottom, there are two buttons: "Submit Now" and "Save Online". The "Submit Now" button has a tooltip that reads: "When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation." The "Save Online" button has a tooltip that reads: "To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction." Three blue arrows point to the "Submit Now" and "Save Online" buttons. The footer of the page includes the "iQ Business Group" logo, a disclaimer: "Disclaimer | Privacy Policy | FOIA | USA.gov | White House | DOI Home", and the text "Powered By Aukia Transact".